

## Hiring: Future Earth/SDA Research Assistant

**Start date:** April 18, 2022

**Salary:** Commensurate with level of education and experience

**Duration:** six-month renewable contract

**Location:** Montreal, Canada

**Deadline for application:** April 4, 2022

### Position overview

We are looking for a Research Assistant for the Sustainability in the Digital Age (SDA) initiative, and the Future Earth Canada Hub, a key partner of SDA. This position will report to the Strategic Programs Manager and will work closely with the SDA and Future Earth teams. The role entails supporting two key initiatives of SDA and Future Earth:

1. Co-champions of the Coalition for Digital Environmental Sustainability (CODES) initiative, an international collaboration with the German Environment Agency, the International Science Council, the Kenyan Ministry of Forestry and Environment, the United Nations Development Programme, and the United Nations Environment Programme.
2. A multi-stakeholder interdisciplinary partnership on satellite based data-driven agriculture. The project aims to develop a model for citizen-led innovation that informs regionally relevant and evidence-based decision-making at both local user and governance levels in ways that promote female smallholder farmers in Africa.

This is a dynamic position suited to a candidate who is comfortable working in highly interdisciplinary, multi-sectoral contexts and is aware of major issues at the nexus of digital innovation and environmental sustainability.

### Roles and Responsibilities

- Review literature, develop briefs and relevant summary texts for both programs/initiatives above.
- Contribute to reports and key publications (writing, editing, referencing, etc)
- Attend and support meetings and convenings with partners and stakeholders (logistic support, notetaking, post-convening synthesis and summary of inputs, etc).
- Engage the CODES online community of practice (online discussions, collective intelligence exercises)
- Co-design and co-develop preparatory materials for meetings, convenings, workshops, and other events and coordinate online conference workshops.
- Work with workshop facilitators, communications team, and others as needed to advance other ongoing projects within SDA and Future Earth, provide research and content support as needed.
- Work with subject-matter experts (digital transformations and SDGs) to synthesize project results and prepare recommended policy actions to aid in the achievement of Canada's Agenda 2030 goals

### Qualifications & Desired Qualities

- Minimum master's degree in a relevant discipline (e.g. global environmental change, stakeholder engagement)
- Relevant experience organizing or facilitating workshops, focus groups, convenings etc. with multiple groups
- Superior communication, organizational and interpersonal skills with ability to multitask

- Excellent writing and synthesis skills in English, bilingual French and English preferred
- Ability to be autonomous in a fast-paced work environment
- Experience in quantitative or qualitative research design, data analysis, and data visualization an asset

### **Application procedure**

As the position is based in Montreal, applicants must be legally authorized to work in Quebec. The position will be part of Concordia's University's [CARE union](#) (Concordia Association of Research Employees).

Applicants to this position are requested to submit a curriculum vitae describing their interest in the position and how their skills and experience would help them meet the requirements of the role. Please also include the name and contact details of two referees. Applications – in one combined PDF file and **in English** – should be sent via email with "Research Assistant" in the subject line to [eliane.ubalijoro@concordia.ca](mailto:eliane.ubalijoro@concordia.ca) and [montrealhub@futureearth.org](mailto:montrealhub@futureearth.org) . The closing date for applications is **April 4th, 5pm EDT**.

### **About Concordia University, Future Earth and Sustainability in the Digital Age**

Concordia is a [next-generation university](#), continually reimagining the future of higher education. Located in the vibrant multicultural city of Montreal, Concordia is the top-ranked university in North America founded within the last 50 years and annually registers some 51,000 students through its innovative approach to experiential learning and cross-functional research.

[Future Earth](#) is the international platform for research, innovation, and collaboration working to accelerate transformations to global sustainability. With offices all over the world, we harness the experience and reach of thousands of scientists and innovators from across the globe. Sustainability in the Digital Age (SDA) is a partner organization to Future Earth. SDA explores the opportunities and challenges of leveraging the digital revolution to enhance global sustainability and equity and aims to forge multi-stakeholder partnerships and foster actions to make this vision a reality.